

ST. SCHOLASTICA PARISH
PASTORAL COUNCIL CONSTITUTION
WOODRIDGE, ILLINOIS

THE PARISH MISSION STATEMENT

We, the people of St. Scholastica Catholic Parish, are dedicated Christian stewards of God's gifts. We have been called in Baptism and through the Holy Spirit to be disciples of Jesus. We are a sacramental community, sharing a sense of welcoming and belonging. We provide opportunities for spiritual growth and faith formation. We are committed to support and nurture each other and those in need.

ARTICLE I: NAME

The name of this body shall be the St. Scholastica Pastoral Council, herein after referred to as "Council".

ARTICLE II: FUNCTION AND RESPONSIBILITY

- A. The Council shall serve as a visioning body for the parish, setting goals and objectives which will further the parish mission.
- B. The Council, as representative of the Parish community, shall provide counsel to the pastor, for the life and mission of the Church in the parish.
- C. The Council should be the representative voice of the parish by providing effective lines of communication and dialogue for the parish with the pastor.

ARTICLE III: ROLE OF THE PASTOR

- A. The Pastor has ultimate responsibility for decision making in the parish.
- B. The Pastor shall provide reasonable information for the Council to advise and recommend in major matters pertaining to the affairs of the parish, including but not limited to religious, financial, social and educational matters.

ARTICLE IV: MEMBERSHIP OF COUNCIL

- A. Qualifications for membership on the Pastoral Council shall be:
 - 1) Practicing member of the parish
 - 2) Adequate knowledge about the parish and its mission
 - 3) Desire to serve the Church and grow spiritually
 - 4) Desire to unify and reconcile the whole parish and community
 - 5) Desire to work for the common good of the Parish
 - 6) Openness to participate in ongoing leadership formation

- 7) Willingness to devote necessary time and effort to the Council's needs
 - 8) Acceptance of Vatican II and current church teaching
 - 9) Good reputation and moral character
- B. Council membership shall be made up of the following:**
- 1) All priests assigned to pastoral ministry in the parish
 - 2) One representative of the deacons working in the parish
 - 3) A representative from each of the commissions
 - 4) Six at-large members of the parish that exemplify the makeup of the parish
 - 5) A confirmed youth of the parish
- C. Length of service:**
Each council member shall serve a non-renewable term of four years. The youth member of the council shall serve a term of two years.

ARTICLE V - SELECTION PROCEDURE

- A. Pastoral Council members shall be chosen by a process of discernment**
- B. Parish Leadership Recommendation Process:**
At Mass, the entire parish is given a brief overview of a pastoral council and asked to pray and prepare for the calling forth of leadership.
- Spiritual, as well as pastoral leadership qualities are to be emphasized.
 - Persons who are called to serve will be invited by the Pastoral Council Discernment Committee to attend the orientation meeting.
- C. Orientation Meeting:**
The orientation session will consist of an in-depth explanation of a council's role, responsibilities and relationships. Those present will again be asked to pray and reflect over their decision.
- D. Actual Discernment Process:**
- 1) Nominees gather, pray and are welcomed by facilitator
 - 2) Needs of parish community and responsibilities of leadership are shared
 - 3) Those who discern candidacy are asked to declare candidacy and to state how they wish to contribute to parish leadership
 - 4) Time for sharing and reflecting
 - 5) Balloting
 - 6) Affirmation and closure

ARTICLE VI - OFFICERS

- A. Council officers will be:**
- 1) Chairperson

- 2) Vice-Chairperson
- B. Discernment
 - 1) The office of Chairperson and Vice-chairperson shall be discerned at the first meeting of the fiscal year.
 - 2) The term of office for Chairperson and Vice-chairperson shall be for one year. Individuals may be discerned for one additional year by members of the Council.
- C. The Secretary shall be appointed by the Pastor

ARTICLE VII – VACANCIES

Should any vacancy occur within the course of a term, the vacancy shall be filled by a process of discernment among Council members and the Pastor.

ARTICLE VIII - RESPONSIBILITIES OF OFFICERS

- A. CHAIRPERSON: The Chairperson shall:
 - 1) Be responsible, in conjunction with the pastor, for preparation of an agenda for each meeting
 - 2) Facilitate Pastoral Council Meetings
 - 3) Appoint ad hoc committees as needed
 - 4) Insure maximum participation of all Council members in the advisory process
- B. VICE-CHAIRPERSON: The Vice-chairperson shall:
Perform those duties as delegated by the Chairperson and in the absence of the Chairperson, serve as Chairperson "Pro-tem".
- C. SECRETARY:
 - 1) Should assure that minutes of all meetings are taken and distributed to Council members and preserved in a permanent record
 - 2) Prepare and send out all correspondence necessitated by the work of the Council with the assistance of the Parish Administrative Assistant and maintain permanent files of such correspondence
 - 3) Keep a current record of attendance at all Council meetings
 - 4) Publish a summary of the Council proceedings in the Parish Bulletin

ARTICLE IX - MEETINGS

- A. The Council shall commence monthly meetings in September. Council will not meet in June, July or August. Council meetings will take place on the second Tuesday of the month at 7:30 pm. Meetings shall not exceed 1-1/2 hours.

FORMAT:

- 1) Agenda
 - Developed by pastor and chair
 - Sent out 10 days before the meeting
 - Written reports from commissions included
 - Any parishioner has the right to submit, in writing, suggestions for items to be placed on the agenda
 - 2) Purpose of meeting
 - Opening prayer
 - Purpose and objectives of meeting stated
 - Agenda agreed upon
 - 3) Voice of the Parish
 - Comments from visitors
 - 4) Formation session
 - Prayer, scripture, reflection
 - Council members take turns leading this part of meeting
 - 5) Ongoing Parish Life
 - Brief reports from commission and Pastor
 - 6) Planning and Visioning
 - Reviewing and adjusting of goals, as needed
 - Consideration of the ministries
 - Community issues
 - 7) End at agreed upon time
- B. Executive sessions may be called by the Pastor or Chairperson and shall be open only to Council members and guests invited to address the Council in specific matters. The purpose of any executive session shall be stated in the call.
- C. Regular meeting of the Council shall be open to all parishioners. Individuals or groups wishing to address the Council must give written request to the Pastor or Chairperson at least two weeks prior to the Council meeting.
- D. A meeting may be cancelled at the discretion of the Pastor.

ARTICLE X - ADVISEMENTS

- A. Council meetings shall operate under a consensus model.
- B. It is the right of any Council member to call for a ballot vote, if a consensus form of decision making has not resolved the matter.

ARTICLE XI - ATTENDANCE

- A. Absenteeism: The Chairperson will consult with any Council member who has been absent for two consecutive regular meetings.

If it is determined by the Chairperson and the Pastor that the member is unable to fulfill his or her commitment, their resignation will be requested.

- B. Resignation: The resignation of a Council member shall be submitted to the Pastor who will present it at the next regular meeting.

ARTICLE XII - AMENDMENTS

- A. This Constitution may be amended at any regular meeting of the Council. All amendments must be submitted in writing one month prior to discussion. Call for discernment will follow the discussion.
- B. This Constitution should be reviewed once every six (6) years.
- C. This constitution shall be made available to any parishioner upon request.

This Constitution and all amendments and Addendums attached thereto shall be subject to the final approval of the Bishop.